

TYLER POLICE DEPARTMENT

GENERAL ORDER: 25.100

	DISTRIBUTION AND ALLOCATION OF PERSONNEL	
	EFFECTIVE DATE: 09-01-1993	
	REVISED DATE: 03-17-2017	
CALEA STANDARDS: 16.1.1; 16.2.1; 16.2.2		

25.101 STAFF TABLE

- A. It is the policy of the Tyler Police Department to maintain an up-to-date staffing table, which provides the following information:
 - 1. Total personnel strength as authorized by the City Council of the City of Tyler, Texas.
 - 2. The number of personnel by rank or job title within each Division.
 - 3. The table will include the following categories of personnel:
 - a. Sworn officers.
 - b. Sworn supervisors.
 - c. Probationary officers.
 - d. Civilian employees.

- B. The Support Services Division Commander / Assistant Chief will be responsible for the custody and maintenance of the staffing table.

25.102 WORKLOAD ASSESSMENTS – [CALEA Standard: 16.1.1]

- A. The allocation of personnel for the Tyler Police Department will be made in the best interest of the organization. To guarantee the Department provides the most efficient and effective service to the community, while maintaining the highest quality service possible, personnel will be allocated according to the needs of the Department. The following factors will be considered when assessing the workload for a particular area:
 - 1. The type and number of tasks to be performed by a work area during specified time periods or shifts.
 - 2. The complexity of a task to be completed.
 - 3. The time required to perform a particular task.
 - 4. Calculation of percent of time on the average that should be available to handle incidents/tasks during a specified period.
 - 5. Time lost through days off, holidays, and other leaves compared to the total time required for each assignment.

6. The proximity of the various locations to be contacted in order to complete a particular task.
- B. The Allocation and Distribution of personnel will be assessed periodically. The assessments detailed below will utilize data from the Department's computer system to ensure the most efficient distribution of departmental personnel and workload.
1. Annual
 - a. Division Commanders / Assistant Chiefs will submit to the Chief of Police a workload review of the units and personnel within their Chain of Command.
 - b. The summary appraisal will assess each Division's current staffing requirements and assignment responsibilities.
 - c. Each of the Division summary appraisals are to be completed in conjunctions with budget cycle and prior to the submission of the department's budget to City Counsel.
 2. Tri-Annual
 - a. The Patrol Division Commander / Assistant Chief will complete an extensive personnel allocation and workload distribution study. The assessment will included a calculation of assignment / availability factors for Patrol personnel based on the total potential person days available (*the number of personnel multiplied by 365*) as compared to the actual personnel available for assignment (*potential person days less time lost through days off, leave, training etc.*).

25.103 DISTRIBUTION OF PATROL DIVISION PERSONNEL

The distribution of Patrol officers will be made annually, taking into consideration the following factors:

1. An assessment based upon the number of incidents within specific reporting areas and individual beats.
2. Geographic and temporal factors:
 - a. Districts will be based upon groups of reporting beats that are specific geographic areas where a Beat Officer has Shift responsibility.
 - b. Workload according to time of occurrence.
 - c. Hourly distribution of incidents and calls for service.
3. An annual tabulation of incidents by reporting areas. A map identifying individual reporting areas within the City is maintained by Crime Analysis.

25.104 DISTRIBUTION OF PERSONNEL

Employees allocated to an organizational component shall be distributed in accordance with workload assessments which reflect the needs and responsibilities of the unit / division; being based on the workload factors mandated in [General Order 25.102A](#).

25.105 SPECIALIZED ASSIGNMENTS – [CALEA Standard: 16.2.1; 16.2.2]

- A. Specialized assignments will be developed as the need exists as determined by the Chief of Police.

- B. Specialized assignments shall be kept to a minimum and shall undergo an annual review by the Chief of Police to ensure that the need for the specialized assignment remains valid. Objectives for the special assignment will be empirically stated as a basis for annual evaluation.
1. The review will serve as a formalized evaluation of all special assignments in an effort to avoid overspecialization and to ensure the continued effective operation of agency specialization, and thereby enhance the attainment of the Department's goals and objectives.
 2. The annual report submitted to the Chief of Police will include the following information:
 - a. Listing of all specialized assignments under the command of each Division Commander / Asst. Chief.
 - b. A statement of purpose for each listed assignment; and
 - c. The evaluation of the initial problem or condition that required the implementation of the specialized assignment.
- C. Whenever an opening in a specialized assignment exists or is expected to exist in the near future, the opening shall be advertised throughout the Department. The advertisement will include, but not limited to:
1. Posting notices of the assignment on all Department bulletin boards and Visual Information Boards (VIB).
 2. Notifying Division Commanders of the opening through office memoranda and/or email.
 3. Announcement in roll call, staff meeting, etc.
- D. Written announcements of openings in specialized assignments shall also describe the minimum qualifications for the position to be filled and the procedure to apply for the position. Assessment boards shall be conducted in order to select the most qualified candidate for the position.
1. The Chief of Police can elect to forgo an assessment board and select an individual or group for a specialized assignment based on extenuating circumstances or the knowledge, skills, and abilities of the person or group.
- E. Specialized assignments include but are not limited to the following positions:
1. Narcotic Investigator
 2. Police Training Officer (PTO)
 3. Canine Officer (K-9)
 4. Motorcycle Officer
 5. Bicycle Officer
 6. Special Operations Officer (SWAT)
 7. Auto-Theft Task Force Investigator
 8. FBI Hybrid Task Force Investigator
 9. United States Marshals Service Joint East Texas Fugitive Task Force Officer
 10. Accident Investigator
 11. Crime Scene Investigator
 12. Polygraph Operator
 13. Honor Guard Officer
 14. Crisis / Hostage Negotiator

25.106 GENERAL ASSIGNMENTS - CIVILIAN PERSONNEL

Positions not requiring law enforcement authority are specified as civilian positions and are staffed accordingly.

1. Sworn personnel will not be assigned to positions which do not require law enforcement authority except on Special Order of the Chief of Police.
2. Sworn personnel will not to be permanently assigned to civilian positions.

Approved: 03-17-2017



Jimmy Toler
Chief of Police